

Hawai'i Teacher Standards Board
650 Iwilei Road, Suite 201
Honolulu, HI 96817
Attention: Licensing Section



www.htsb.org
htsb@hawaii.gov
Phone: 808-586-2600

ADDING THE TEACHER LEADER FIELD TO AN EXISTING HAWAI'I TEACHING LICENSE

GENERAL INFORMATION & INSTRUCTIONS

The field of Teacher Leader may be added to a Standard or Advanced Hawaii License in good standing. Return the application and all supporting documents requested below to the Hawai'i Teacher Standards Board. HTSB cannot complete the processing of your application until ALL requirements are met. Before submitting your application, please do the following:

- ☐ Complete all information on this application and supporting documents. Submit all documents in one envelope.
- ☐ Sign and date this application.
- ☐ Make a copy of this application and supporting documents for your records.
- ☐ Submit this application with a check for the \$25 add a field fee.

SECTION 1. PERSONAL INFORMATION *All fields must be answered.*

Social Security Number _____ Date of Birth _____ / _____ / _____
MM DD YYYY

Print name in CAPITAL LETTERS.

(LAST NAME) (FIRST NAME) (MI)

Former/Maiden Name(s), if applicable:

(LAST NAME) (FIRST NAME) (MI)

Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ OR Cell Phone _____

Non-Lotus Notes E-mail Address _____

Are you employed by the Hawai'i Department of Education? YES _____ NO _____

If employed provide the name of the school or education office: _____

SECTION 2. PROFESSIONAL FITNESS *Since the issuance of your current teaching license:*

☐ YES ☐ NO Have you ever had a professional license or professional certificate sanctioned or disciplined by receiving a letter of censure, warning, reprimand, fine, probation or any other restriction or special condition?

☐ YES ☐ NO Have you ever been denied a professional license or certificate even if the certificate or license was later issued with conditions or limitations?

☐ YES ☐ NO Have you ever had a professional license or certificate suspended or revoked?

☐ YES ☐ NO Have you ever surrendered or relinquished a professional license or certificate during or following an investigation into allegations of misconduct?

☐ YES ☐ NO Do you have any current investigative or disciplinary action pending against a professional license or certificate or against an application for a professional license or certificate?

☐ YES ☐ NO Have you ever been dismissed or resigned employment during or following an investigation into allegations of misconduct?

☐ YES ☐ NO Have you been convicted or pled "*nolo contendere*" (no contest) to a felony or misdemeanor?

If you answered "yes" to any of the above questions, additional documentation will be requested by letter after review of your application.

SECTION 3: OPTIONS FOR ADDING THE FIELD OF TEACHER LEADER *Select only one option below and submit all required documents with your application.***OPTION A: COMPLETE A PREPARATION PROGRAM IN TEACHER LEADERSHIP**

For post-baccalaureate, master's or doctoral level programs:

☐ **SUBMIT:** Official transcript showing completion of a degree/program/certificate in teacher leadership of at least thirty credit hours of coursework at a regionally accredited institution of higher education.

For school district or private/non-profit sponsored programs:

☐ **SUBMIT:** Certificate of completion or official letter from teacher leadership program administrator verifying completion of program.

OPTION B: LICENSE/CERTIFICATE/ENDORESMENT FROM ANOTHER STATE WITH THE FIELD OF TEACHER LEADER

☐ **SUBMIT:** Copy of your license/certificate/endorsement in teacher leadership from another state.

OPTION C: PASS THE ETS PRAXIS INSTRUCTIONAL FACILITATOR ASSESSMENT

This option is under development.

OPTION D: NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION IN ANY NBPTS CERTIFICATE AREAS

☐ **SUBMIT:** a copy of your current, valid NBPTS certification.

OPTION E: JOB EMBEDDED EXPERIENCE VERIFYING LEADERSHIP EXPERTISE

Hawaii public school teachers may use the following experiences: curriculum or content specialist; state office or complex area instructional or data coach; mentor teacher; department chair.

☐ **SUBMIT:** a letter from your school administrator verifying your leadership role. This verification may be included in the letter required in Section 4 of this application.

SECTION 4: VERIFICATION OF EXPERIENCE AS A TEACHER LEADER

You must have fulfilled a leadership role that supports teaching and learning for a minimum of four semesters within the last five years.

☐ **SUBMIT:** A letter from a current or past administrator. The letter must:

- include your full name;
- state the leadership role(s) you held which supported teaching and learning;
- identify the four semesters within the last five years from date of application in which you served as a teacher leader;
- be dated within six months of your application date;
- be addressed to the Hawaii Teacher Standards Board, attention Licensing Section.

SECTION 5: STATEMENT OF AFFIRMATION Sign your name in blue ink.

I certify that the statements contained in this application are true and correct. I understand that misrepresentation or falsification is grounds for Board refusal to deny my license or impose other disciplinary sanctions.

SIGNATURE OF APPLICANT _____ **DATE** _____

Information on application is subject to release pursuant to the Freedom of Information Act. Once submitted, applications and supporting documentation become the property of the Hawai'i Teacher Standards Board and cannot be returned.